Massachusetts Bay Transportation Authority

Verification	Originator	Revised	Approved	Issued
Initials	CD	MAD	JOK	JOK
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EP-4.4.1-1 Roles and Responsibilities Procedure

Person responsible: **ESMS Management Representative & ESMS Core Team**

Area of application: Cabot Maintenance Facility

Document location: intranet.mbta.com/environmental/ESMS-ISO-14001

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Revisions

Rev. No.	Date	Description
001		
002		

Recurring action items

Activity	Responsibility	Frequency
1. Review and evaluate matrix of roles and responsibilities to ensure accuracy and timeliness.	ESMS Core Team	Annually
2. Update roles and responsibilities matrix to reflect changes from previous review	ESMS Core Team	As Needed

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EP-4.4.1-1 Roles and Responsibilities Procedure

1.0 Purpose

1.1 The purpose of this procedure is to establish practices related to the definition, documentation and communication of roles, responsibilities and authorities within the Environmental & Sustainability Management System (ESMS) to ensure effective execution and control of the environmental performance associated with the MBTA.

2.0 Scope

2.1 This procedure covers the Roles and Responsibilities of the operations of the Cabot Maintenance Facility at 275 Dorchester Avenue South Boston, MA 02127.

2.2 This procedure describes management's responsibility to provide the human resources and specialized skills for the day to day tasks associated with implementation and continuous operation of the ESMS for the MBTA.

3.0 Responsibility

3.1 It is the responsibility of **MBTA senior management** to assign qualified individuals to fulfill these duties. The MBTA's senior management staff will be responsible for the following:

3.1.1 Assigning the necessary resources to ensure the implementation and control of the ESMS. Resources include human resources and specialized skills, technology and financial resources;

3.1.2 Informing the ESMS Team of any organizational changes or personnel changes;

3.1.3 Ensuring appropriate action including disciplinary action for failure of personnel to conduct or perform responsibilities and actions assigned to them in the ESMS; and

3.1.4 Assigning a specific Management Representative, the Manager of Energy Efficiency, with oversight responsibilities and reporting ESMS progress to the top management of the MBTA.

3.2 The **Manager of Energy Efficiency**, working with the **ESMS Core Team and Operations**, will be responsible for defining, documenting and communicating roles and responsibilities to ensure development, implementation and maintenance of the ESMS and aligning its elements with existing management structure and responsibilities.

3.3 The **Environmental Executive Assistant** will also be responsible for the following:

3.3.1 Ensuring that a current copy of the Roles and Responsibilities procedure is maintained in the Environmental Office files;

3.3.2 Maintaining the Roles and Responsibilities matrix in appropriate form; and

3.3.3 Updating the Roles and Responsibilities matrix annually, or as appropriate.

EP-4.4.1-1 Roles and Responsibilities Procedure

4.0 Definitions

4.1 Refer to EP-4.4.4-2 ESMS Related Definitions

5.0 Process

5.1 The MBTA has defined and documented roles, responsibilities and authorities for effective environmental management in this procedure and ED-4.4.1-2 Roles and Responsibilities matrix. The ESMS Responsibility Matrix will identify Roles and Responsibilities for the ESMS Environmental Management Programs, Environmental Standard Operating Procedures, Corrective Action Reports, and Environmental Incident Reports. Further environmental responsibilities are documented in the following:

5.1.2 All employees should know who is responsible for what function, and the key environmental responsibilities should be communicated to the appropriate personnel;

5.1.3 The identification and documentation of environmental responsibilities will be developed and maintained by the ESMS management representative with the assistance of the ESMS Team or designated members; and

5.1.4 Roles and Responsibilities will be reviewed and assessed at all management review sessions.

6.0 References / Related Documents

6.1 ED-4.4.1-2 Roles and Responsibilities Matrix

6.2 ED-4.4.4-6 ESMS Meeting Agenda Template

6.3 ED-4.4.4-7 ESMS Meeting Minutes Record

6.4 ED-4.4.4-4 ESMS Sign-In Sheets